

POLICY TITLE: Employment: Relocation Expenses			NUMBER 109.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>2</u>
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Policy Statement: It is the policy of the City of Houston to reimburse reasonable relocation expenses only after efforts for a local placement have been thoroughly explored and it becomes necessary to employ policy or management level personnel whose residence at the time of employment is located more than 100 miles from the City of Houston. This policy shall be subject to the provisions listed below.

Policy Basis: Code of Ordinances, Section 2-33.

Policy Amplification: For the purposes of this policy, "policy or management level personnel" shall refer and be confined to Department/Division Directors, Assistant or Deputy Department/Divisions Directors, or other key administrator and/or professional positions as approved by the Director of Personnel.

It shall be in keeping with the intents of this policy that actual and reasonable travel expenses will be provided or reimbursed for candidates for such positions who are outside the 100 mile radius for second and subsequent interviews initiated at the City's request. Such travel costs shall be confined to the following:

1. The lesser of common carrier rates or the established City mileage rate for automobile use; and
2. The cost of meals and, if necessary, lodging from the day of the interview to the end of the final interview when those days are consecutive. In no case shall the total combined expense exceed \$100.00 per day.

Upon written notice of acceptance of employment with the City, the affected employee shall be eligible to receive payment for actual and reasonable expenses incurred for the following:

1. Travel: Full coach airfare reimbursement will be made for the employee and the employee's family (spouse and dependent children) to relocate to Houston. The employee may opt to be reimbursed for travelling in one personal vehicle. Such reimbursement shall be at the mileage rate adopted and recognized by the City.
2. Moving of Household/Personal Property: Reimbursement will be made for moving up to 15,000 pounds of normal

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household and personal property which shall exclude recreational vehicles, building materials, boats, automobiles, and perishable items such as food and plants.

The employee must obtain at least two bids from moving companies and the lowest bid cost will be subject to reimbursement. If the employee chooses to move (her) himself by trailer or rental truck, actual costs will be reimbursed but shall not exceed the amount equivalent to the lowest bid obtained.

In any case, the City shall not be held liable for any loss and/or damage to goods or property occurring before, during, or after the completion of the move. All insurance provisions shall be the responsibility of the employee.

3. Househunting Trip: One trip of up to three days for the purpose of acquiring housing shall be allowed for the employee and spouse. Children are not eligible for such a trip. Reimbursement for food and lodging will be made not to exceed a maximum cost of \$125.00 per day.

All expenses incurred under this policy shall be charged to the appropriate account of the Department/Division in which the subject position is being filled. The affected Department/Division shall be responsible for preparing all related vouchers and for providing all supporting receipts for relocation expenses. Completed vouchers will be signed by the employee and by the highest ranking departmental official and forwarded to the Director of Personnel for approval. Approved expense statements will then be forwarded to the City Controller for appropriate reimbursement and debit.

Policy Compliance: Affected employees shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.